

White House Library Inclement Weather Policy

The White House Library is a public service institution, and every effort is made to maintain regular hours for the public. The library will be closed only when weather conditions deteriorate to the point where emergency situations prevail. The library will not automatically close or delay opening based on another institution's actions.

The director and city administrator will make a decision on opening late or not opening the facility all together. Once the decision has been made, the library director will contact all library staff and inform them of the decision. The director will then post the closing or opening late on social media and change the phone recording.

The decision for the library to close earlier than normal will be based upon:

- i. Are the city offices still open?
- ii. Requests for closure by local, county or state law enforcement agencies.
- iii. General conditions of roads in the service area.
- iv. Staying at the library would compromise staff safety.
- v. The availability of staff to come in and operate the library is prohibited. Minimal staffing levels are defined as two librarians. The library can operate with a reduced staff when the number of customers is expected to be abnormally low.

Library staff must notify the Director of any decision to leave/close early.

Notices of closing early should be posted on the online resources and phone system. The **Closed Due to Severe Weather** sign should be posted on the doors.

In the event an employee does not work his/her shift because of inclement weather, he/she must take vacation time or time off without pay. Employees may not take a sick day.